

**Office of Retirement Services**

P.O. Box 30171

(800) 381-5111 (Lansing area 322-5103)

Lansing MI 48909-7671

www.michigan.gov/ors

University Service Credit Application

for state employees purchasing service credit

Use blue or black ink. You must complete a separate application for each university that is certifying service.

SECTION I: APPLICANT INFORMATION <i>To be completed by applicant and sent to the University address on the reverse side.</i>					
NAME (LAST, FIRST, M.I.)			PREVIOUS NAME USED WHILE EMPLOYED		SOCIAL SECURITY NUMBER
MAILING ADDRESS					BIRTHDATE
CITY/STATE/ZIP					TELEPHONE ()
<i>I authorize my former employers to release the information in sections II and III to the Office of Retirement Services</i>					
MEMBER SIGNATURE					DATE SIGNED
SECTION II: EMPLOYMENT CERTIFICATION <i>To be completed by the employer or employer's custodian of records. Upon completing this section, forward the application to the retirement system's custodian of records to complete Section III.</i>					
NAME OF UNIVERSITY				APPLICANT'S LAST JOB TITLE	
YEARS EMPLOYED AT UNIVERSITY Year (i.e. 1981)		FULL-TIME OR PART-TIME		IF P/T LIST HRS/DAY OR DAYS/MO	ANNUAL SALARY EARNED
Dates (i.e. 1/1/81 – 12/31/81)					
		<input type="checkbox"/> F/T	<input type="checkbox"/> P/T		
		<input type="checkbox"/> F/T	<input type="checkbox"/> P/T		
		<input type="checkbox"/> F/T	<input type="checkbox"/> P/T		
		<input type="checkbox"/> F/T	<input type="checkbox"/> P/T		
		<input type="checkbox"/> F/T	<input type="checkbox"/> P/T		
<i>I certify that the information I have provided is true and complete to the best of my knowledge in accordance with the law.</i>					
NAME OF PERSON CERTIFYING EMPLOYMENT (PLEASE PRINT)				TITLE	
SIGNATURE				TELEPHONE ()	DATE
SECTION III: RETIREMENT CLEARANCE <i>To be completed by the retirement system's records custodian and returned to ORS.</i>					
1. Did the applicant participate in a retirement plan? <input type="checkbox"/> YES (complete entire section) <input type="checkbox"/> NO (sign and return to ORS)					
2. If the plan was a defined benefit plan, when was the applicant a participant? FROM ____/____/____ TO ____/____/____					
3. If the plan was a defined contribution plan, when was the applicant a participant? FROM ____/____/____ TO ____/____/____					
4. If the applicant participated in a defined benefit and defined contribution plan, was the defined benefit plan converted to a defined contribution plan? <input type="checkbox"/> YES <input type="checkbox"/> NO					
5. Is the applicant currently eligible for a benefit? <input type="checkbox"/> YES <input type="checkbox"/> NO					
6. Is the applicant eligible for benefits in the future? <input type="checkbox"/> YES <input type="checkbox"/> NO					
7. Was the applicant eligible for benefits in the past? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, list all that apply. (e.g., refunded, distributed, forfeited, on deposit, not vested) _____					
8. Were employer contributions made to the applicant's account? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what is the status of those contributions? (e.g., refunded, distributed, forfeited, on deposit, not vested) _____					
<i>I certify that the information I have provided is true and complete to the best of my knowledge in accordance with the law.</i>					
NAME OF RETIREMENT SYSTEM				RETIREMENT SYSTEM OFFICIAL'S NAME (PLEASE PRINT)	
STREET ADDRESS/ CITY/STATE/ZIP					TELEPHONE
SIGNATURE					DATE

Eligibility

As a State Employees' Retirement System member, you may be credited with service performed with Grand Valley State University, Michigan State University, Oakland University, Saginaw Valley State University, University of Michigan, or Wayne State University.

You must be actively employed by the state of Michigan to apply for and be granted service credit depending upon the dates of your employment.

Conditions

- You may use university service to satisfy the vesting requirements, however you do not need to be vested before you apply.
- Your former employer(s) must certify your service.
- You must make payment before you terminate employment.
- If, at any point in time you accumulated enough service credit to qualify for a pension based on this service, you cannot purchase the service unless you have relinquished all rights to the pension benefit. Distributions, transfers, or refunds are not considered a relinquishment.
- If you are eligible to receive a pension with TIAA CREF based on this service you cannot purchase the service.

- No partial credit can be granted. Any purchase or transfer must be for all of your prior eligible university service, or none can be credited.
- You can earn only one year of service credit in a calendar year, so you cannot receive credit for any university service you earned while also working full-time for the state of Michigan.

Cost

ORS will review your application upon receipt and if you are eligible a *Member Billing Statement* will be sent to you. This statement lists the amount of this service you can purchase, the cost, and the due date. Although it is called a billing statement, you're not obligated to buy this credit. However, if you don't purchase the credit shown on the statement before the due date, you will need to request another billing statement with updated cost information.

If you began working for one of the above universities *after July 1, 1974*, there is no charge for the service credit.

If you worked for one of the universities *before July 1, 1974*, you may receive credit for your service by paying the contributions you would have made to the retirement system if you had been a State Employees' Retirement System member, plus interest. The contributions are based on the wages you earned while employed by the university.

University Addresses

Grand Valley State University
Human Resource Office
140 Lake Michigan Hall
Allendale, MI 49401

Michigan State University
Staff Benefits Office
1407 S. Harrison Rd., Suite 140A
East Lansing, MI 48824-5287

Oakland University
Benefits Office
142 N. Foundation Hall
Rochester, MI 48309

Saginaw Valley State University
Benefits Coordinator
7400 Bay Rd.
University Center, MI 48710

University of Michigan
Payroll Office
Room G395 Wolverine Tower
3003 S. State Street
Ann Arbor, MI 48109-1279

Wayne State University
Personnel Processing and Records
5700 Cass Ave., Suite 3638
Detroit, MI 48202